

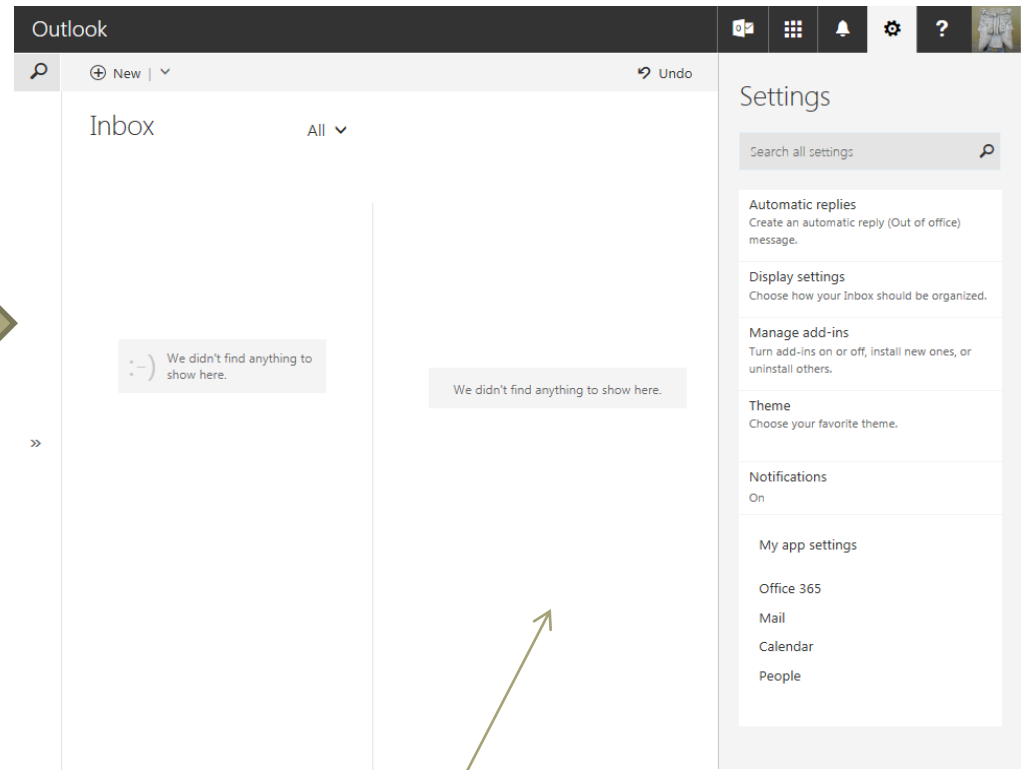
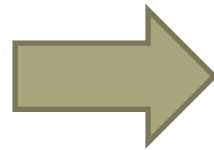
Office 365 Applications

General:

As part of Office 365, subscribers are offered the full suite of Office 365 computer based applications for up to five computers, five phones and five tablets. Although this has benefits, it is unwise to use applications you are not familiar with them unless you have business need to do so and have had training.

- **Office General Applications / Tools**
 - Includes: Excel, Outlook, PowerPoint, Word, OneDrive
 - **All staff should use**
- **Office Specialized Applications**
 - Includes: MS Access
 - **Specialized needs use**
- **Collaboration Applications / Tools**
 - Includes: Skype for Business, OneNote, SharePoint Online
 - **Part of collaboration rollout activities**

Installing Applications



Staff selects **Office** 365 icon from the desktop and it launches Office 365 online. It opens in outlook as default.

Outlook

🔍

⊕ New | ▾

↶ Undo

Inbox

⋮

We didn't find anything to show here.

»

Staff opens the setting menu by selecting the Gear symbol

Staff then selects **Office 365** in the **My app settings** section to access the applications maintenance area

Settings

🔍

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your Inbox should be organized.

Manage add-ins

Turn add-ins on or off, install new ones, or uninstall others.

Theme

Choose your favorite theme.

Notifications

On

My app settings


Office 365







Mail

Calendar


People


My account








<


 My account

 Personal info

 Subscriptions

 App permissions


 Install status

 Settings

Settings

Theme

Choose your favorite theme.



Default theme

Start page

Change where you land when you sign in.

Mail

Notifications

Decide which notifications you need.

On

Software

Install software.

Password

Change your password.

Contact preferences

Manage how and why you are contacted.

Off

Settings

Want to change a setting? When you're on the settings page, you can make your updates there.

Staff selects **Install status** to view where they have copies installed

Office 365

My account

My account

Personal info

Subscriptions

App permissions

Install status

Install status

Manage your PC and Mac installs here.

Install desktop applications

Office

Detected installs: 2

DTS011309733553 Microsoft Windows 8.1 Enterprise	DTSR90067E4 Microsoft Windows 7 Enterprise
Deactivate	Deactivate

Visio

Detected installs: 2

DTSR90067E4 Microsoft Windows 7 Enterprise	HHSLR5GM5A Windows
Deactivate	Deactivate


Settings






Staff can move to the install application screen by selecting this link

Staff can see all applications and the machine name on which they are installed

Staff can deactivate licenses on machines they are deposing of to reclaim those licenses

Office 365





Software

Office

Tools & add-ins

Visio

Skype for Business

Phone & tablet


Office


Manage installation


Want to deactivate Office? [Install status.](#)


Install Office


This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business


 Word


 Excel


 PowerPoint


 OneNote


 Access

 Publisher


 Outlook

 Skype for Business

 InfoPath

 OneDrive for Business

Language:

English (United States) 

Version: 32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit.

[Review system requirements](#)


[Troubleshoot installation](#)

Install


Install Office 365 ProPlus with the new 2015 apps

Settings

Search all settings



Theme

 Default theme

Start page

Mail

Notifications

On

Password

Change your password.

My app settings

[Office 365](#)

[Mail](#)

[Calendar](#)

[People](#)

Staff can select to **Install** to trigger the Office 365 installation on a desktop or laptop

Or choose another application install on a phone or tablet

Office 365

0

0

0

?

Software

Office

Tools & add-ins

Visio

Skype for Business

Phone & tablet

Visio

Manage installs

Want to deactivate Visio on one computer and install it on another? Go to [My account > Install status](#).

▼ Install Visio 2013

Install Visio 2016

Your admin has provided you early access to the next release of Visio. The purpose of First Release is to test functionality and collect feedback.

Please send your feedback directly to your admin, and thanks for your input.

Language:

English (United States) ▼

 Version: 32-bit (Release)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

Install

Settings

Search all settings

Theme

Default theme

Start page


Mail






Notifications

If staff chooses another application that install screen appears

Staff starts the process by selecting **Install**

Office 365





Software

Office

Tools & add-ins

Visio

Skype for Business

Phone & tablet

Choose your phone or tablet

Phone

Windows Phone

Windows Phone 10

iPhone

Android phone

BlackBerry®

Nokia (Symbian OS)

Other

Tablet

Windows tablet

iPad

Android tablet

Settings

Search all settings

Theme

Default theme

Start page

Mail

Notifications

On

Password

Change your password.

My app settings

Office 365

Mail

Calendar

People

Should Staff select Phone and Tablet install they are brought to a selection screen to choose the type of device they want to install on

They then select that choice and follow the instructions on the pages displayed.

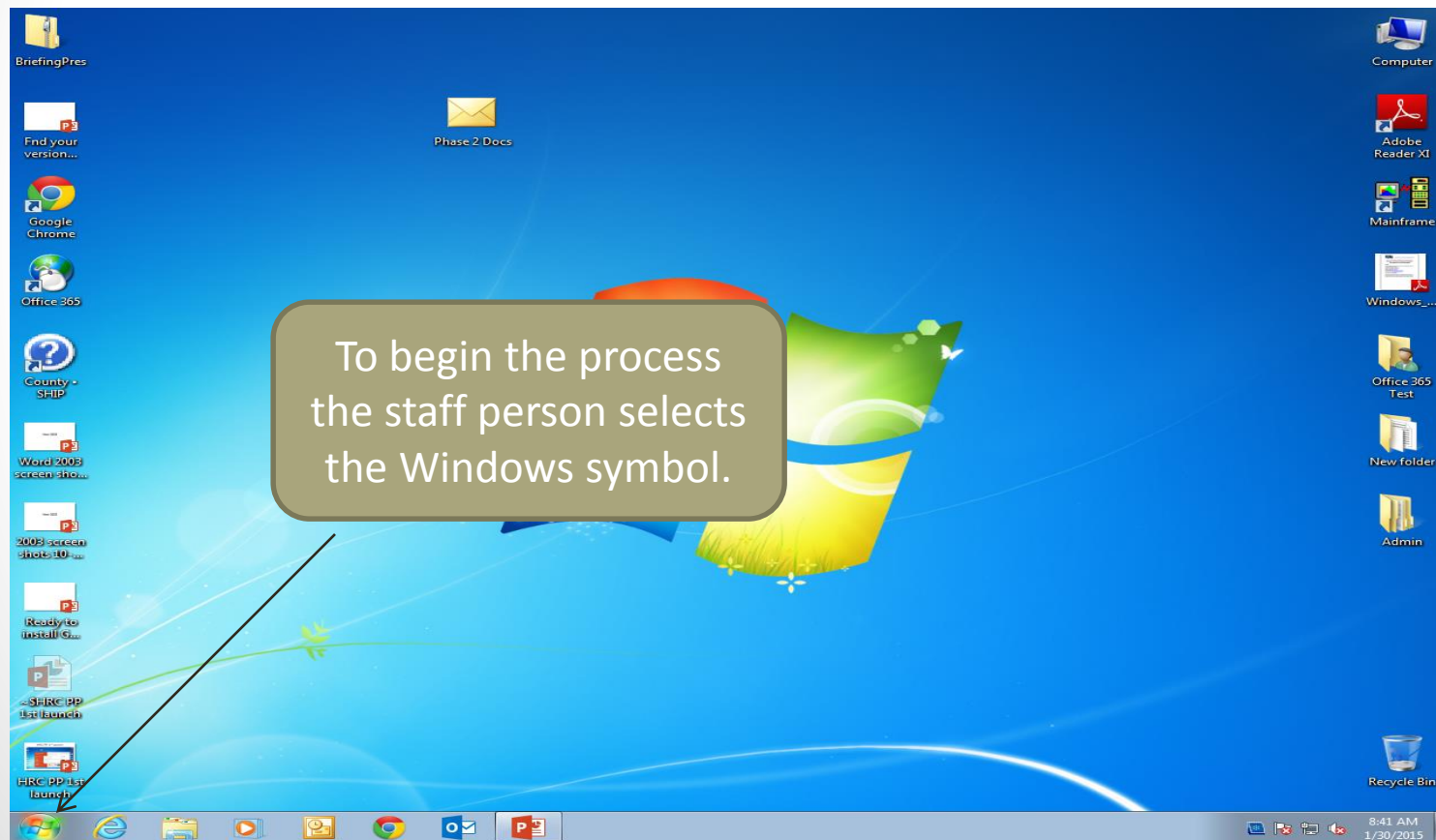
Activating applications

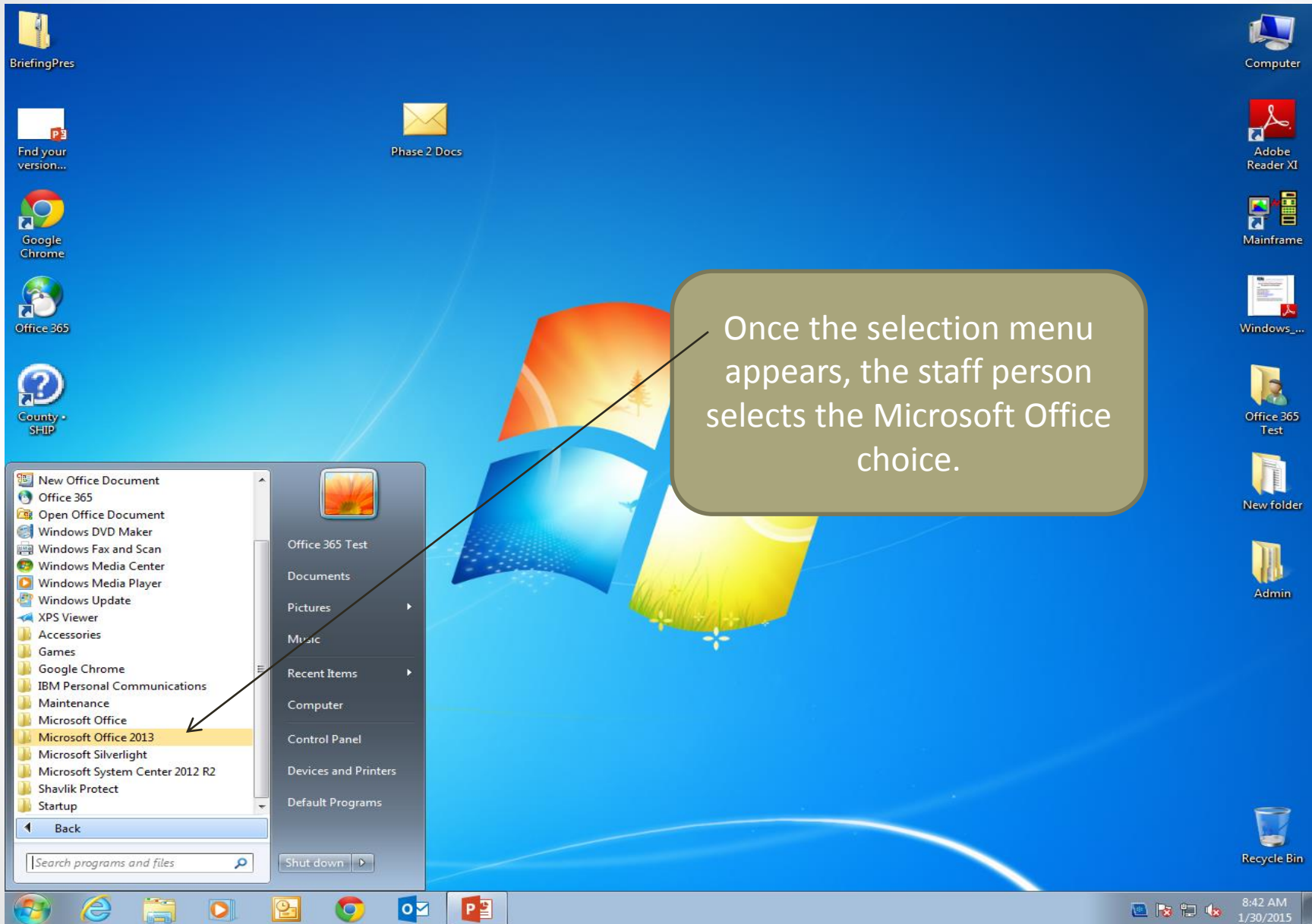
Applications

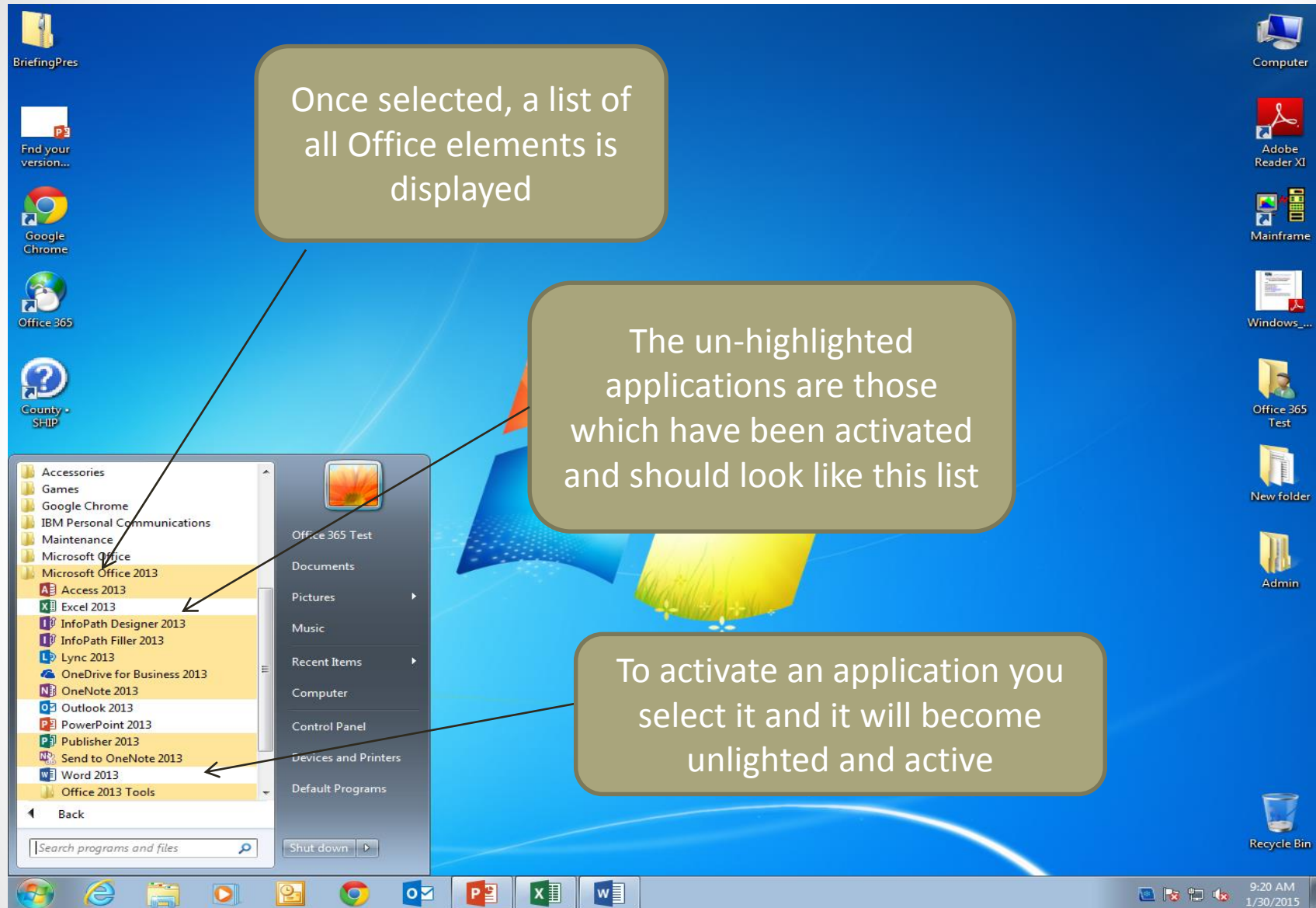
Activating the applications

The upgrade software will be downloaded and activated on your primary computer.

If you decide to load software on other machines you are able to do this. When you do the software will be loaded but needs to be activated before use.

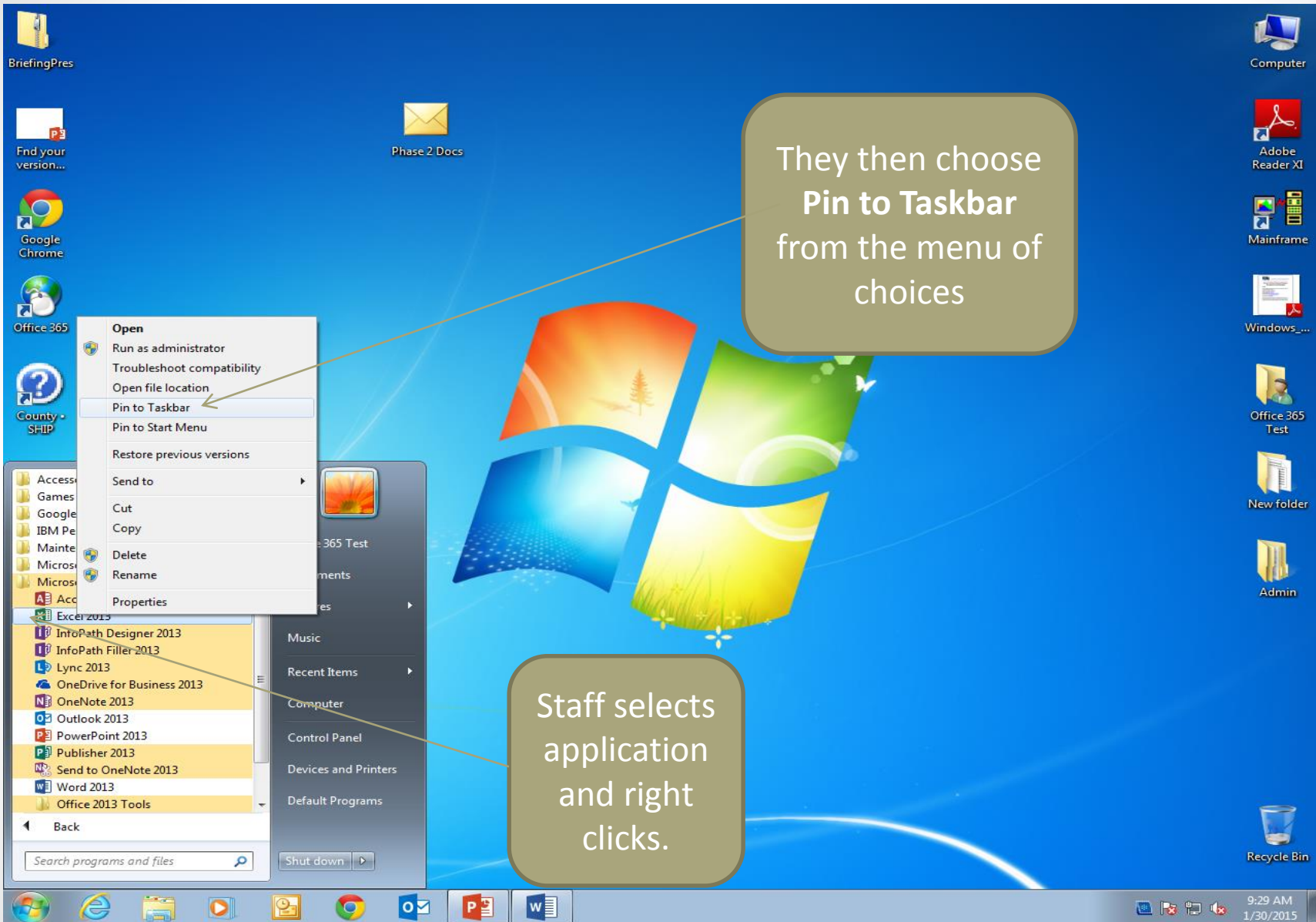






Note: Unless activated the applications will not operate

Pinning applications icons to the desktop



The application icon now appears in the taskbar.

